INDIRECT RESPONSIBILITIES

INDIVIDUAL RESPONSIBILITIES

- ➢ **Ensures completion of annual security awareness training**
- ➢ **Ensures completion of annual AT Level Certification**
- ➢ **Ensures record attendance at Annual SAEDA & OPSEC Briefings/Training**
- ➢ **Submit requests for SCI Access/Indoctrinations to the Supervisor**
- ➢ **Submit requests for Courier Cards to the Supervisor**
- ➢ **Submit supporting data concerning O'CONUS Courier Letters to the Supv**
- ➢ **Submit requirements for Bde Access Badge to the Supervisor**
- ➢ **Report lost or stolen access badges to the Bde SSO/S2**
- ➢ **Report security violations and/or compromises to the Bde SSO/S2**
- ➢ **Submit requests to replace locks or change combinations to Supervisor**
- ➢ **Submit requests to transfer data between networks to the Supervisor**
- ➢ **Report unauthorized transfer of data up/down IT networks to Bde ISSO**
- ➢ **Report spillages of information onto IT networks to Bde ISSO & SSO/S2**
- ➢ **Submit request for Official Passports to the Supervisor**
- ➢ **Request VISCERT/PERMCERT to the Supervisor**
- ➢ **Report marital status changes of assigned personnel to the Bde SSO/S2**
- ➢ **Report intent of foreign marriage and/or intentions to the Bde SSO/S2**
- ➢ **Report cohabitation with foreign nationals to the Bde SSO/S2**
- ➢ **Report foreign contact to the Bde SSO/S2**
- ➢ **Report foreign travel to the Bde SSO/S2**
- ➢ **Know your security responsibilities**